

CHAPTER 85. INSPECT A REPAIR STATION'S HOUSING AND FACILITIES

SECTION 1. BACKGROUND

1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

A. Maintenance: 3657 (Revised)

B. Avionics: 5657 (Revised)

3. OBJECTIVE. This chapter provides guidance for inspecting the adequacy of the repair station facilities.

5. GENERAL. The certificated repair station must provide the facilities to accommodate the equipment, materials, and personnel necessary to properly perform the maintenance, preventive maintenance, alterations of articles or the specialized services for which it is rated. When inspecting the repair station, determine which items apply based on the complexity of the facility and the level of ratings.

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SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites:

- Knowledge of the regulatory requirements of 14 CFR parts 43 and 145
- Successful completion of the Airworthiness Inspector Indoctrination course(s) or equivalent
- Previous experience with certification or surveillance of part 145 repair stations

B. Coordination.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References (current editions):

- 14 CFR parts 43 and 145
- AC 43-15, Recommended Guidelines for Instrument Shops
- Advisory Circular (AC) 145-6, Repair Stations for Composite and Bonded Aircraft Structure

B. Forms. None.

C. Job Aids. None.

5. PROCEDURES.

A. *Planning.* Prior to inspecting, the principal inspector (PI) should carefully review:

- (1) 14 CFR parts 43 and 145.
- (2) Repair Station Manual/Quality Control Manual (RSM/QCM).
- (3) Operations specifications, (OpSpec) to include OpSpec A101, if applicable.
- (4) The Safety Performance Analysis System (SPAS) is the organization's primary source of comprehensive, integrated safety information that is used

by inspectors, analysts, and managers in developing and adjusting field surveillance, investigation, and other oversight programs. SPAS interfaces with key fielded oversight programs (such as ATOS, SEP, and the NPG), as well as other government and industry sources, collecting raw performance and operational data, analyzing and summarizing the data, and providing critical information in the form of graphs, tables, and reports. These SPAS outputs are then used to (1) identify safety hazard and risk areas; (2) target inspection efforts for repair stations, and to areas of greatest risk; and (3) monitor the effectiveness of targeted oversight actions. SPAS repair station profile and repair station analytical model (RSAM) are available for use. This data provides additional information on performance and risk associated with individual repair station facilities.

(5) Vital Information Sub-System (VIS).

(6) CHDO office file.

B. *Physical Inspection.* While physically inspecting the repair station, verify that the facility diagram(s) and description in the repair station manual are accurate. This includes any facilities used for spray painting, avionics, engine or airframe repair, or any other work that would have special requirements. Close attention should be given to specific information detailed in the manual, such as the type of heating, lighting, equipment location, electrical, and compressed air outlets.

C. *Segregation and Protection.* Verify that each workspace has areas for the proper segregation and protection of parts and subassemblies during all phases of maintenance, preventive maintenance, or alterations. Inspect for the following:

(1) The differences between serviceable and unserviceable components, parts, and materials must be clearly distinguishable throughout each process. This may be accomplished with suitable racks, hoists, trays, stands, and/or other means of segregation for the storage and protection of all articles. At present we do not have definitions in Order 8300.10 for the following words:

- Serviceable and unserviceable
- Unairworthy/Airworthy

- Repairable/unrepairable

(2) Environmentally hazardous or sensitive operations, such as avionics work, battery maintenance, painting, cleaning, welding, and machining, should be situated in such a manner that they do not adversely affect other maintenance or alteration of articles or activities.

(3) If the facility deals in non-aircraft parts, materials, or maintenance activities, outside the realm of the repair station, they should segregate the aircraft function from other functions to preclude unapproved parts or materials from being used on an aircraft.

(4) Articles and materials stocked for installation must be segregated from those undergoing maintenance, preventive maintenance, or alteration.

D. Environmental Conditions. Ventilation, lighting, and control of temperature, humidity, and other climatic conditions must be sufficient to ensure that personnel perform maintenance, preventive maintenance, or alterations to the required standards. In addition to reasonable heating, air conditioning and lighting requirements, verify the following:

(1) Instrument shop environmental conditions are in accordance with the manufacturer's standards.

(2) Composite lay-up and clean rooms are environmentally and operationally controlled in accordance with the Original Equipment Manufacturer (OEM) or other FAA-approved repair process.

(3) Storage areas include proper storage conditions for flammables, sealants, chemicals, tires, tooling, etc.

(4) Lighting is adequate for the type of process being performed in each area.

E. Safe Working Environment. Repair stations are responsible for creating a safe working environment that will prevent personnel injury and damage to customer's property. The housing and facilities should provide for adequate security and fire protection. The PI should review the repair station's safety procedures keeping in mind that poor housekeeping or improper maintenance of safety devices, such as eye wash stations and fire extinguishers, are good indicators of the repair station's corporate culture.

NOTE: This inspection focuses on the repair station following their safety policies and procedures. Safety rules, codes and regulations, which vary from one State or county to another, are outside the PI's jurisdiction.

F. Analyze Findings. Upon completion of the inspection, record all deficiencies; determine the appropriate corrective action(s).

G. Conduct Debriefing. Brief the certificate holder on the inspection results. Discuss any deficiencies and possible corrective actions.

7. TASK OUTCOMES.

A. Complete PTRS.

B. Complete the Task. Completion of this task will result in the following:

- Send a letter to the operator documenting all deficiencies
- Enforcement Investigation Report (EIR) if necessary

C. Document Task. File all supporting paperwork in the certificate-holder's office file. Update the Vital Information Subsystem as required.

9. FUTURE ACTIVITIES. Schedule and conduct followup inspections as applicable.